

Arizona Pre-Test Workshop

AIMS DPA, AIMS HS, & TerraNova

January 16 – 29, 2007

Today's Topics

- Test Coordinator Responsibilities
- What is new for Spring 2007?
- Testing Calendar
- Test Administration Procedures
 - Break (please return promptly)
- Materials receipt and returning
- Dos and Don'ts
- Field Testing

Test Coordinator Responsibilities

Test Coordinator Responsibilities

- Order Materials
- Train Test Administrators, Proctors, and Site Coordinators
- Remind all staff of their signature on Test Security Agreement and what it means
- Organize and Distribute Test Materials
- Secure Test Materials during Testing Cycle
- Collect and secure Sign-In sheets from all sites
- Return materials to CTB/McGraw-Hill for scoring and storage

What is New for Spring 2007?

What is New for Spring 2007?

- Private/Voucher Schools
- Testing Accommodations
- Field Testing
- Sign-In Sheets
- Testing Issues
- Materials Inventory Sheet
- Eagle Pick-Up Dates

Private/Voucher Schools

- Private Voucher Placements Schools are ordering their own materials. District and Charter Schools are NOT to provide materials to them.
- District and Charter Schools will receive test booklets and answer documents for their students that are in placement facilities.
- All materials from the private/voucher school are noted on the inventory sheet for the student's home school and returned to CTB.

Private/Voucher Schools

- Return answer document for a student enrolled in private/voucher schools under a GIS for student's home school within the district or charter.
- The answer document will be scored with the home district or charter of the student.
- “Not Enrolled” is NOT an option for identifying students who are placed in a private or voucher school.

Private/Voucher Schools

- It is critical that Districts/Charters provide to Private/Voucher Schools the results they receive for student reports.
- Private/Voucher Schools do not receive reports for these students.
- They are needed to guide instruction.

Testing Accommodations

- Please review the document concerning accommodations provided in the materials today and on the CD.
- Every Test Administrator and Proctor must read the **New Test Accommodation Guide** prior to administering the AIMS Test.
- Universal Accommodations are available.

Field Testing

- DPA Writing Field Test
- AIMS HS Science Field Test
- AIMS Science Field Test for Grades 4 & 8

(Details for schools participating in the field tests will follow the general presentation)

Sign-In Sheet

- ALL Testing Sites (HS & MS) will have a Sign-In Sheet.
- An example is provided on the CD.
- These sheets need to be secured by the Test Coordinator.
 - ADE randomly reviews Sign-In Sheets from various sites.
- Sign-In Sheets provide documentation of who was testing in the room as well as verification that students were provided the opportunity to test.

Testing Issues

- When in doubt ...call me!
- Use the Testing Incident Report Form provided on the CD; complete it and email to ADE.
- Inappropriate handling of incidents may result in liability issues; when you follow the procedures ADE can assist you.
 - Only ADE can invalidate an answer document.
 - Removing a student who is disruptive does not mean you do not allow them to finish in another environment.

Materials Inventory Sheet

- Based on your feedback, the Materials Inventory Sheet now goes into the box with your non-scorables.
- This allows for any needed changes or updates that may arise.

Eagle Pick-Up Dates

- Eagle has assigned pick-up dates.
- If you are not ready on your assigned pick-up date, you will be financially responsible to ship the materials to the scoring site.
- Contact the AZ Help Desk at 1-888-630-9145 if you find yourself in this situation.

Eagle Pick-Up Dates

- Check the forms (in today's packet) to be sure you are assigned pick-up dates.
- If you are not on the list, please call Jessica at 480-588-5870.
- March 9-14 AIMS W/R materials pick-up
- April 19-23 AIMS HS Math scorable pick-up
- April 24-27 AIMS DPA and TN scorable pick-up
- April 30-May 4 AIMS HS Math, AIMS DPA, and TN nonscorable pick-up

Test Calendar

AIMS HS/AIMS DPA

- The AIMS test is not timed.
- Approximate times represent the estimated time necessary for the vast majority of students to complete the test.
- Arrangements must be made to allow students to have as much time as is needed to finish the test.
- No AIMS testing session may carry over to the next school day.

AIMS HS

Writing/Reading/Mathematics

- Tuesday, February 27 – Writing

Tuesday, March 6 – Writing Make-up

- Wednesday, February 28 – Reading

Wednesday, March 7 – Reading Make-Up

- Wednesday, April 11 – Mathematics

Tuesday, April 17 – Mathematics Make-Up

AIMS DPA

- Testing Window: April 9 – 20
- Schedule four days for testing within the testing window.
- These four days do not necessarily need to be consecutive.
- Make-up testing must occur during the testing window, but not necessarily during the scheduled testing dates.

AIMS DPA

- Day 1 MUST be scheduled no later than Wednesday, April 11.
- Days 1, 2, 3, and 4 must be administered in that order.
- The four days of testing are not required to be consecutive.
- Day 4 must be scheduled no later than Wednesday, April 18.

AIMS DPA

- Each district/charter must use the guidelines to select four testing days within the test window.
- However, the same four days must be used for every school/program within that district/charter.
- Make-up testing may be scheduled at anytime within the test window, but all make-up testing must be completed by April 20th.

AIMS DPA

- Delivery Window is March 19 – 23 or March 26 – 30
- Test booklets, answer documents, and labels will arrive from CTB
- Draft booklets for third grade will be delivered by ADE during your chosen delivery window

TerraNova

Testing Window: April 9 – 20

- Grade 2 – scheduled for two days
- Grade 9 – schedule for one to two days

Make-up testing for both grades is to be scheduled within the testing window.

Test Administration Procedures

Preparing to Test

- Jan. 16 – 30 Online Ordering Verification for AIMS HS Math, AIMS DPA, and TN

Preparing to Test

- Placing a short-add order:
 - Only after your materials have arrived and the number of students testing is greater than the materials you have can you place an order.
 - Feb. 12 – 21 AIMS HS W/R short-add
 - Mar. 28 – Apr. 4 AIMS HS Math, AIMS DPA, & TN short-add

Preparing to Test

- HS Reading/Mathematics uses Forms A – J
- HS Writing uses Form A

Preparing to Test

- Placing a short-add order for HS makeup testing:
 - Feb. 28 – Mar. 1 AIMS HS W/R Form T short-add
 - April 11 – 12 AIMS HS Math Form T short-add

Preparing to Test

- Please review the Test Coordinator's Manual and Test Administration Directions **prior** to training School Test Coordinators, Test Administrators, and Proctors.
- Many important items are covered in the manuals that will not be discussed today.

Preparing to Test

- Student Demographic Information

The district/school is responsible for correct student demographic data.

- Student data is extracted from SAIS on January 16 for AIMS HS W/R.
- Student data is extracted from SAIS on February 13 for AIMS HS Math, AIMS DPA bar code labels and TN answer documents and precoded slipsheets.

Preparing to Test

- Student Demographic Information

Student Bar Code Labels will contain ALL required demographic information except for information regarding accommodations.

Student Bar Code Labels are to be placed on the front of the answer document. Do not use the Master Label.

Preparing to Test

- If a student has a label use it!
- Some missing or incorrect demographic data in the labels can be corrected for the test reports.
- To do so, use the label and have school personnel bubble the correct information in the lower half of the back of the answer document **after** testing.

Preparing to Test

- Student Demographic Information

If a student does NOT have a bar code label, all demographic data on the back of the answer document must be hand bubbled. Instructions are in the Test Administration Directions.

Preparing to Test

- Student Demographic Data Grid
 - For students without a bar code label, the grid on the back must be completed by school personnel.
 - The top half is to be completed **before** testing.
 - The bottom half is to be completed **after** testing.

Preparing to Test

- Student Demographic Information

If a student does not have a bar code label, do NOT write the information in place of a label.

DO NOT DO THIS!

The image shows a student demographic form for 'HIGH SCHOOL'. The form includes fields for STUDENT NAME, TEACHER, SCHOOL, and DISTRICT. The STUDENT NAME field is redacted. The TEACHER, SCHOOL, and DISTRICT fields are empty. Below these fields, there is a section for 'Arizona's Instrument to Measure Standards'. To the left of this section, there is a box containing handwritten student information: 'SAIS: 2', 'Grade: 11', 'Gender: male', and 'DOB: 0'. The box is partially redacted with black bars.

• HIGH SCHOOL	STUDENT NAME	[REDACTED]
	TEACHER	
	SCHOOL	
	DISTRICT	

SAIS: 2
Grade: 11
Gender: male
DOB: 0

Arizona's
Instrument to Measure Standards

During Testing

- Administer test exactly as directed in the Test Administration Directions.
- Monitor that all students who should be testing are being tested:
 - All Grade 2 – 9 students
 - All HS students in Cohort 09
 - Some HS students in Cohort 08,07, and 06
- Monitor that Test Administrators are “Actively” proctoring.

During Testing

- Active proctoring includes:
 - Confirming that only the appropriate students test
 - Verify that students testing on both Writing and Reading use the same answer document for both days
 - Maintaining the scannability of the answer documents

During Testing

- Active proctoring includes:
 - Maintaining accurate sign-in pages and test material inventory during testing
 - Watching for student misconduct
 - Confirming that correct student name is handwritten, by the student, on both the test book and answer document, **form code is bubbled**
 - Confirming that all test materials have been returned prior to dismissing students

During Testing

Watch for student misconduct and cheating including:

- Use of calculators or other electronic devices
- Use of scratch paper
- Use of inappropriate reference materials
- Working in incorrect session or test
- Disruptive behavior
- “Imposter” students

Test Security

- Test materials must be inventoried upon arrival and the inventory should be maintained through the testing cycle.
- Test materials must be kept in locked storage when not in use.
- Test must be administered **exactly** as stated in the Test Coordinator's Manual and the Test Administration Directions.
- All test materials (other than Grade 9 TerraNova test books and unused Grade 2 TerraNova) must be returned to CTB.
- Do not reproduce any test materials.

Test Security

- Do not disclose any actual test items.
- Do not **EVER** discuss any test items.
- Do not provide answers to students.
- Do not change a student's answer.
- Do not allow students to share information during testing.
- Do not preview, read, study, or examine the actual test or student responses.
- Do not allow use of calculator or scratch paper.

Test Security

- Do not allow the use of inappropriate resources such as word walls.
- Do not allow the use of any electronic device such as a cell phone or calculator.
- Do not allow talking during the test.
- Do not help students during the test.
- Walk the halls of the schools prior to testing to be sure appropriate modifications to classroom environments have been made.

Test Security

- Violations of test security are a serious matter that could result in disciplinary actions including revoking of certification and withholding of school funds.
- All school/district personnel who have access to the AIMS HS and AIMS DPA must sign a “Test Security Agreement” prior to each test administration.
- These agreements must be kept on file at schools and districts.

Test Security

- One copy of the test security agreement signed by the district superintendent or by the charter holder must be faxed to the Assessment Section at ADE no later than February 5, 2007.
- Fax number for the Assessment Section:
(602)542-5467

After Testing

- Collect all test materials.
- Complete demographic information for students without bar code labels.
- Confirm that the proctor who administered the test to any student receiving accommodations properly completed the inside front cover of the answer document.
- Inspect answer documents as instructed in the Test Administration Directions.
- Package and return materials to CTB.

Reportable Testing Incidents

- Problems with testing materials
 - Defective test books or answer documents,
 - Lost or missing test materials, etc.
- Misconduct by students
 - Cheating
 - Stealing test materials, etc.
- Misconduct by faculty/staff
 - Reviewing the test,
 - Giving answers to students, etc.

Reportable Testing Incidents

- For all reportable incidents contact, ADE via e-mail using the Testing Incident Report Form found on you're your CD immediately at:
samantha.whittle@azed.gov
- Only district or charter holder test coordinators should make the report to ADE.

Test Administration Procedures

Questions?

Receiving & Returning Test Materials to CTB/McGraw-Hill

Jessica B. Stanley
AZ Program Management Specialist
CTB/McGraw-Hill



Receiving Materials from CTB

- Test materials are provided based on data entered via CTB's Online Ordering System, plus 5% overage with the exception of Grade 9 TerraNova test booklets.
- High School overages will be make-up (Form T).
- Test Coordinators are responsible for distributing test materials

Receiving Materials from CTB

TerraNova Test Materials:

- No additional grade 9 TN booklets will be provided in your initial March shipment of *TerraNova* materials.
- Inventory retained grade 9 *TerraNova* booklets. If more need to be ordered contact the AZ Help Desk during the TN short-add window to request additional booklets, **March 28 – April 4.**
- Pre-coded *TerraNova* answer documents and a small percentage of blank answer documents will be provided. You may contact the AZ Help Desk during the short-add window to request additional blank answer documents, **March 28 – April 4.**

Receiving Materials from CTB: Important Online Ordering Reminders

The Online Ordering updates/revisions window is open now through January 30.

1. Please do not inflate your numbers in the Online Ordering System.
2. Make sure to provide a valid email address.
3. Confirm the shipping address is a valid physical address. Your address cannot be a PO Box.

Receiving Materials from CTB

Online Tracking of Materials:

1. E-mail notification containing tracking information will automatically be sent when materials ship out.
2. Go to www.ctb.com/aims and click “Login.”
Manually look up your shipments by clicking on the “AZ Materials Tracking” link.
3. Contact the AZ Help Desk

Receiving Materials from CTB

Inventorying Materials:

- Open all of the boxes and count the materials immediately upon receipt. Verify the material amounts indicated on the packing list.
- Place the inventoried test materials in locked storage until testing.

Receiving Materials from CTB

Short-Add Windows:

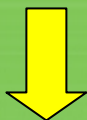
- Please reference the Critical Dates Calendar for all short-add windows. Please note: the short-add windows close at **10:00am MST** on the last day of all windows.
- If materials are missing or if additional materials are needed, contact the AZ Help Desk at 1-888-630-9145 or ArizonaHelpDesk@ctb.com to place a short-add order during the appropriate window.

Student Bar Code Labels

- Bar code labels are provided for each test administration, including the field tests, with the exception of *TerraNova*.
- Place the label with the bar code on the front of the corresponding answer document.
- Only the Test Coordinator, Test Administrator, or Test Proctor should place bar code labels on answer documents.

Student Bar Code Labels: HS Writing/Reading & Math

**Master
Label**



**Bar Code
Label**

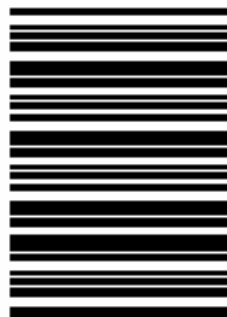


**Extra
Bar Code**



WRITING/READING
POPE-DUARTE, STELLA
SAIS#: 47916439
SCHOOL: ROPER LAKE
DISTRICT: SOUTHERN REGION
GRADE: 10 COHORT: 09
DOB: 03/17/91
GENDER: FEMALE
ETHNICITY: HISPANIC
BARCODE: 40000119

WRITING/READING
POPE-DUARTE, STELLA
SAIS#: 47916439
ROPER LAKE
SOUTHERN REGION
GRADE:10 COHORT:09
DOB: 03/17/91
GENDER: FEMALE
GROUP: MS. SNELL
BARCODE: 40000119

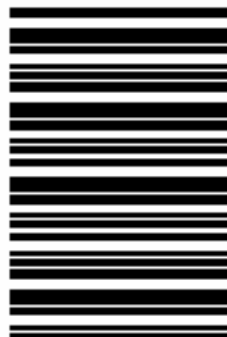


WRITING/READING
POPE-DUARTE, STELLA
SAIS#: 47916439
ROPER LAKE
SOUTHERN REGION
GRADE:10 COHORT:09
DOB: 03/17/91
GENDER: FEMALE
GROUP: MS. SNELL
BARCODE: 40000119



MATHEMATICS
JANCE, J A
SAIS#: 96325874
SCHOOL: CATTAIL COVE
DISTRICT: WESTERN REGION
GRADE: 11 COHORT: 08
DOB: 02/12/90
GENDER: FEMALE
ETHNICITY: WHITE
BARCODE: 40000036

MATHEMATICS
JANCE, J A
SAIS#: 96325874
CATTAIL COVE
WESTERN REGION
GRADE:11 COHORT:08
DOB: 02/12/90
GENDER: FEMALE
GROUP: MS. STANLEY
BARCODE: 40000036



MATHEMATICS
JANCE, J A
SAIS#: 96325874
CATTAIL COVE
WESTERN REGION
GRADE:11 COHORT:08
DOB: 02/12/90
GENDER: FEMALE
GROUP: MS. STANLEY
BARCODE: 40000036



Student Bar Code Label: DPA

***Master
Label***



***Bar Code
Label***



***Extra
Bar Code***



GREY, ZANE

SAIS#: 21242628
SCHOOL: SLIDE ROCK ELEM
DISTRICT: NORTHERN REGION
GRADE: 4 COHORT
DOB: 05/06/97
GENDER: MALE
ETHNICITY: WHITE
BARCODE: 40000119

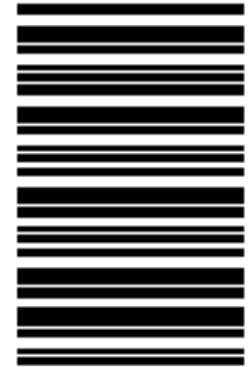
GREY, ZANE

SAIS#: 21242628
SLIDE ROCK ELEM
NORTHERN REGION
GRADE: 4 COHORT
DOB: 05/06/97
GENDER: MALE
GROUP: HS. PAREGIAN
BARCODE: 40000119



GREY, ZANE

SAIS#: 21242628
SLIDE ROCK ELEM
NORTHERN REGION
GRADE: 4 COHORT
DOB: 05/06/97
GENDER: MALE
GROUP: HS. PAREGIAN
BARCODE: 40000119



Student Bar Code Labels: DPA Writing FT & Science FT

**Master
Label**



**Bar Code
Label**



**Extra
Bar Code**



**WRITING FIELD TEST
FOSTER, ALAN DEAN**

SAIS#: 57316243
SCHOOL: KARTCHNER CAVERNS
DISTRICT: SOUTHERN REGION
GRADE: 6 COHORT
DOB: 02/01/95
GENDER: MALE
ETHNICITY: WHITE
BARCODE: 40000036

WRITING FIELD TEST

FOSTER, ALAN DEAN
SAIS#: 57316243
KARTCHNER CAVERNS
SOUTHERN REGION
GRADE: 6 COHORT
DOB: 02/01/95
GENDER: MALE
GROUP: MS. HUNTING
BARCODE: 40000036



WRITING FIELD TEST

FOSTER, ALAN DEAN
SAIS#: 57316243
KARTCHNER CAVERNS
SOUTHERN REGION
GRADE: 6 COHORT
DOB: 02/01/95
GENDER: MALE
GROUP: MS. HUNTING
BARCODE: 40000036



**SCIENCE FIELD TEST
MCMILLAN, TERRY**

SAIS#: 63149782
SCHOOL: MCFARLAND LEARNI
DISTRICT: SOUTHERN REGION
GRADE: 8 COHORT
DOB: 02/17/93
GENDER: FEMALE
ETHNICITY: BLACK
BARCODE: 40000069

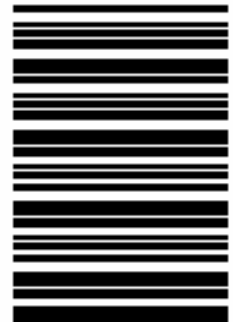
SCIENCE FIELD TEST

MCMILLAN, TERRY
SAIS#: 63149782
MCFARLAND LEARNI
SOUTHERN REGION
GRADE: 8 COHORT
DOB: 02/17/93
GENDER: FEMALE
GROUP: MS. WHITTLE
BARCODE: 40000069



SCIENCE FIELD TEST

MCMILLAN, TERRY
SAIS#: 63149782
MCFARLAND LEARNI
SOUTHERN REGION
GRADE: 8 COHORT
DOB: 02/17/93
GENDER: FEMALE
GROUP: MS. WHITTLE
BARCODE: 40000069



Student Bar Code Labels

Place student bar code label in the designated area.



Use only a CTB-generated label with a bar code.

Do not write or mark in the designated bar code label space.

Do not retain unused labels. Return with your non-scorables.

The image shows the front cover of a 'Writing and Reading Answer Document' for 'HIGH SCHOOL' students. The cover is primarily white with pink and black accents. At the top left, 'HIGH SCHOOL' is printed in large, bold, black letters. To the right of this, there are four horizontal lines for 'STUDENT NAME', 'TEACHER', 'SCHOOL', and 'DISTRICT'. Below the 'HIGH SCHOOL' text, there is a designated area for a 'STUDENT BAR CODE LABEL' with the text 'Place STUDENT BAR CODE LABEL Here' and a rectangular box. To the right of this box, the title 'Arizona's Instrument to Measure Standards' is written in a stylized font. Below the title, there is a large black and white photograph of a desert landscape with a saguaro cactus. To the left of the photograph, there is a pink vertical bar with the text 'Spring 2007'. At the bottom of the cover, the text 'Writing and Reading Answer Document' is printed in a pink font, and the number '49063' is printed in the bottom right corner. The cover is framed by a black border with a series of small black squares along the right edge.

Questions?

Receiving Materials from CTB

Student Bar Code Labels

Returning Materials to CTB

- High School answer documents must be separated by cohort.
- DPA answer documents must be separated by grade.
- Within a cohort or grade, answer documents may be additionally separated by group or class.
- All answer documents must be arranged face-up, with a pre-coded Group Information Sheet (GIS) placed on top.
- Include a teacher name and/or complete section 1 on every GIS.

Returning Materials to CTB

Group Information Sheet

1 TEACHER NAME

2 SCHOOL NAME

3 Number Students Testing

4 GRADE

5 SPECIAL CODES

ORG-TP (CTB USE)

STRUC/ELEMENT # (CTB USE)

CTB USE ONLY

Organization Name: **6**

District Name: **7**

SO #:

State:

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Note: Be sure Special Code “N” (cohort) is bubbled on every HS GIS.

AIMS HS Writing, Reading and Mathematics

Cohort	Grade on GIS	Special Code “N” Value
2009	10	9
2008	11	8
2007	12	7
2006 & below	12	6

SPECIAL CODES

A B C D E F G H I J K L M N O P Q R S T U V

PRECODED

Returning Materials to CTB

- Only one HS cohort or DPA grade per GIS and stack of answer docs.
- Make sure the school name listed on the GIS matches the information printed on your district's School Group List (SGL) for that test administration.
- If the pre-coded GIS information is incorrect, fill in the correct information on a blank GIS.
- Do not create or close schools utilizing a GIS form.
- Do not use a photocopied GIS.

Returning Materials to CTB

Stack each group of answer documents face-up with a GIS and a “Stack Card,” then wrap with 2 paper bands before boxing.



Complete the information below, and place this stack card on top of each stack as you bind the used test books. The Group Information Sheet goes beneath the first stack card.

Examiner: _____

School: _____

District: _____

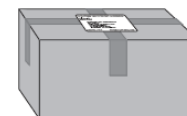
State: _____

Grade/Cohort: _____

of Students: _____

Stack: _____ of _____

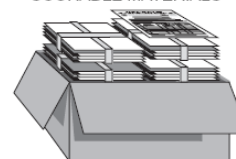
Seal the carton and place the appropriate return label on the top of the carton.



**Mc
Graw
Hill** **CTB
McGraw-Hill**



SCORABLE MATERIALS



For **high school** use only (not for DPA or NRT materials).

Check one:

- ☐ Writing/Reading
- ☐ Mathematics

47768

Returning Materials to CTB

Mustang HS

Example 1: Min./Basic Assembly

- All Cohort 2009 Answer Docs. from Mustang HS
- GIS, Stack Card, Band, then box with other Mustang HS cohorts

Group Information Sheet 3

1 TEACHER NAME 2 SCHOOL NAME 3 Number 4

STUDENT NAME

STUDENT B

Spring 2007

Writing

Complete the information below, and place this stack card on top of each stack as you bind the used test books. The Group Information Sheet goes beneath the first stack card.

Examiner: _____

School: _____

District: _____

State: _____

Grade/Cohort: _____

of Students: _____

Stack: _____ of _____

Seal the carton and place the appropriate return label on the top of the carton.

McGraw-Hill CTB McGraw-Hill

SPECIAL CODE

5

PRECODED

ORG-TP (CTB USE) STRUC

CTB USE ONLY

81119

SCORABLE MATERIALS

For **high school** use only (not for DPA or NRT materials).

Check one:

☐ Writing/Reading

☐ Mathematics

47768

Returning Materials to CTB

Paso Fino El.

Example 2: Separating Into Groups

• 2 or more groups of grade 4 Answer Docs. for Paso Fino Elementary.

A stack of materials for Group 1. The top sheet is a 'HIGH SCHOOL' return label with fields for Student Name, Teacher, and School. Below it is a 'Group Information Sheet' with fields for Student, Teacher, School, District, State, Grade/Cohort, # of Students, and Stack. The bottom sheet is a 'Writing' answer doc. for Spring 2007, featuring a grid of bubbles for answers and a section for 'SCORABLE MATERIALS' with checkboxes for Writing/Reading and Mathematics. The CTB McGraw-Hill logo is visible on the right side of the answer doc.

**Group 1: Grade 4
answer docs. from
Ms. Garcia's class**

A stack of materials for Group 2. The top sheet is a 'HIGH SCHOOL' return label with fields for Student Name, Teacher, and School. Below it is a 'Group Information Sheet' with fields for Student, Teacher, School, District, State, Grade/Cohort, # of Students, and Stack. The bottom sheet is a 'Writing' answer doc. for Spring 2007, featuring a grid of bubbles for answers and a section for 'SCORABLE MATERIALS' with checkboxes for Writing/Reading and Mathematics. The CTB McGraw-Hill logo is visible on the right side of the answer doc.

**Group 2: Grade 4
answer docs. from
Mr. Richard's class**

Returning Materials to CTB

Arabian HS

Example 3: Large Stacks

- All Cohort 2009 Answer Docs. from Arabian HS

The image shows a stack of return cards and a group information sheet. The cards are labeled 'HIGH SCHOOL' and 'Spring 2007'. They include fields for Student Name, Teacher, School, and District. The group information sheet has a table for Student ID, Date, and Score. It also includes a section for 'SCORABLE MATERIALS' with checkboxes for Writing/Reading and Mathematics. The CTB McGraw-Hill logo is visible on the cards and the sheet.

Stack 1: First half of cohort '09 answer docs. from Arabian HS. GIS for cohort '09 with "1 of 2" listed on stack card.

Stack 2: Remainder of cohort '09 answer docs. from Arabian HS. No GIS – simply list "2 of 2" on stack card and package with stack 1 in same box.

Returning Materials to CTB

- Every GIS must be listed on the corresponding School Group List (SGL) for that testing program.
- Complete the correct SGL for the corresponding testing program:
 - HS Writing/Reading
 - HS Mathematics
 - DPA
 - TerraNova
 - DPA Writing Field Test
 - Science Field Test
- Photocopies of SGLs may be used.

[illegible]

Returning Materials to CTB

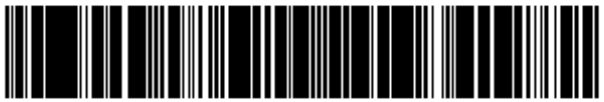
- Complete the Materials Inventory Sheets, put them in the MIS envelope, and place it in the top of **box 1** of your non-scorables.
- If any test materials were damaged due to biohazard, securely dispose of the test materials and make a note on the MIS sheet to explain the discrepancy.

Returning Materials to CTB


- Separate all scorables for each test administration and package separately.
- Separate all scorables from non-scorables.
- Box & number all separately!
- Place the appropriate return label on each box

Returning Materials to CTB

Scorable labels for February test administrations:

S	ARIZONA AIMS HS Scorable Materials SPRING 2007	AZ
From:		
DIST: District Name		DIST # 0123
SCH: School Name		SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		
Dist: Box ____ of ____ School: Box ____ of ____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
13Y-M012133001-0123-4567-0003		

HIGH School Scorable Labels - YELLOW (W/R)


S	ARIZONA AIMS DPA WRITING FIELD TEST SPRING 2007 Scorable Materials	AZ
From:		
DIST: District Name		DIST # 0123
SCH: School Name		SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		
Dist: Box ____ of ____ School: Box ____ of ____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
13P-M012133001-0015-0-0003		

DPA Writing Field Test - Scorable Labels - PINK

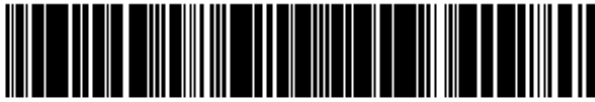
Return labels must include district/school names and entity numbers
TCM page 24-25

Returning Materials to CTB

Scorable labels for April test administrations:

S	ARIZONA AIMS HS Scorable Materials SPRING 2007	AZ
From:		
DIST: District Name		DIST # 0123
SCH: School Name		SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		
Dist: Box ____ of ____ School: Box ____ of ____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
13Y-M012133001-0123-4567-0003		

HIGH School Scorable Labels - YELLOW (Math)

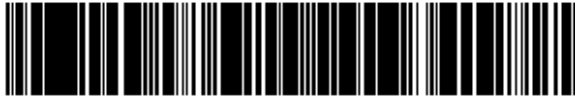

S	ARIZONA AIMS DPA Scorable Materials SPRING 2007	AZ
From:		
DIST: District Name		DIST # 0123
SCH: School Name		SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		
Dist: Box ____ of ____ School: Box ____ of ____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
13O-M012133001-0123-4567-0003		

DPA Scorable Labels - ORANGE

Return labels must include district/school names and entity numbers

Returning Materials to CTB

Scorable labels for April test administrations (Cont.):

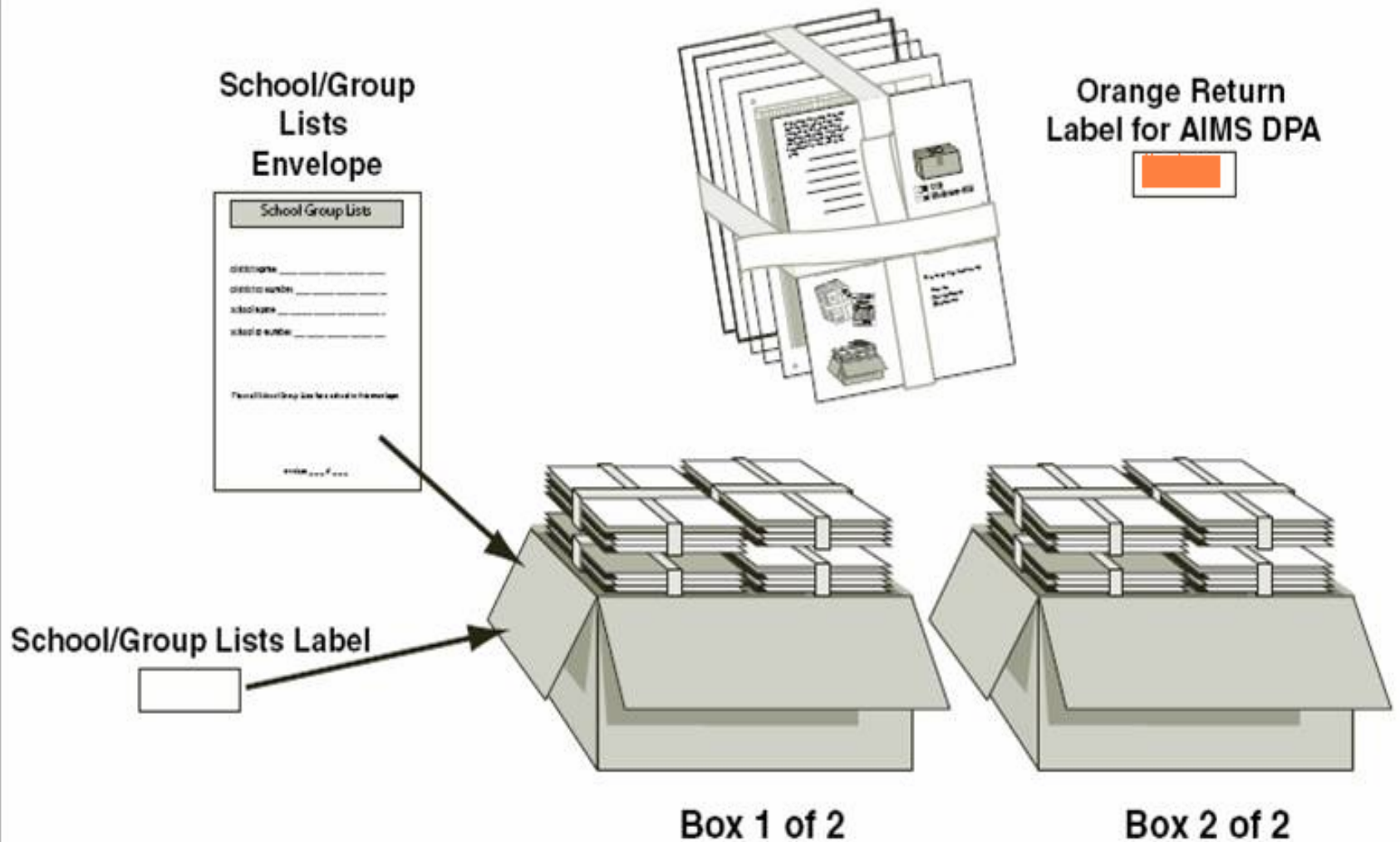
<div data-bbox="97 468 896 1062"><div><div>S</div><div>ARIZONA AIMS TERRANOVA (GR 2 AND 9 ONLY) SPRING 2007 Scorable Materials</div><div>AZ</div></div><div><div>From:</div><div>DIST: District NameDIST # 0123</div><div>SCH: School NameSCH # 4567</div><div>To: CTB/McGraw-HillSite: 3Ph: (888) 630-9145</div><div>Dist: Box ____ of ____ School: Box ____ of ____</div><div>CTB USE ONLY - DO NOT COVER THIS LABEL</div><div> 13P-M012133001-0123-4567-0003</div></div></div>	<div data-bbox="991 496 1761 1039"><div><div>S</div><div>ARIZONA AIMS SCIENCE FIELD TEST SPRING 2007 Scorable Materials</div><div>AZ</div></div><div><div>From:</div><div>DIST: District NameDIST # 0123</div><div>SCH: School NameSCH # 4567</div><div>To: CTB/McGraw-HillSite: 3Ph: (888) 630-9145</div><div>Dist: Box ____ of ____ School: Box ____ of ____</div><div>CTB USE ONLY - DO NOT COVER THIS LABEL</div><div> 13B-M012133001-0015-0-0003</div></div></div>
NRT Scorable Labels - PURPLE	Science Field Test Scorable Labels - BLUE

Return labels must include district/school names and entity numbers

Returning Materials to CTB

- Do NOT box scorable test administrations together. All test administrations should be boxed separately – do not mix testing programs!
- Multiple grades or multiple HS cohorts may be placed in the same box from the same school for any one test administration.
- Multiple schools may be boxed together for any one test administration only if entire schools are able to fit in the same box. Be sure to place a return label for each school on the box.

Returning Materials to CTB

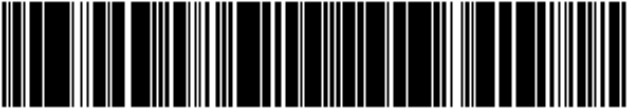


Returning Materials to CTB

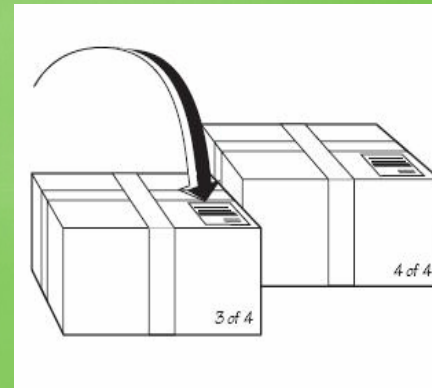
Non-Scorable labels for ALL test administrations:

Use green return labels for all boxes containing non-scorable materials.

You may mix non-scorable materials only for return.

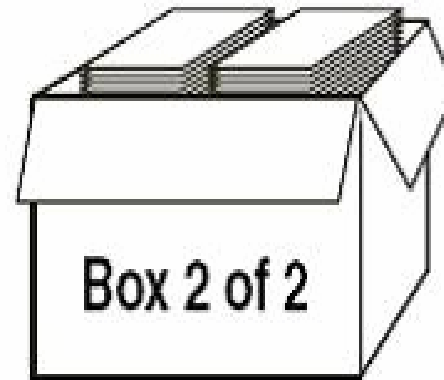
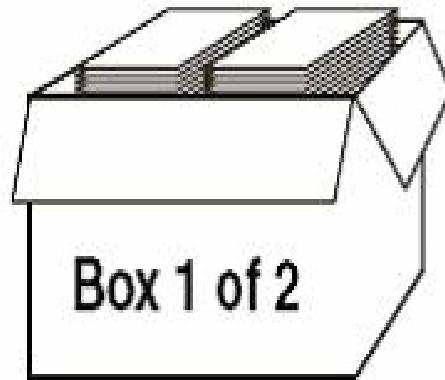
U	ARIZONA AIMS NONSCORABLE MATERIALS SPRING 2007	AZ
From:		
DIST: District Name		DIST # 0123
SCH: School Name		SCH # 4567
To: CTB/McGraw-Hill Site: 3 Ph: (888) 630-9145		
Dist: Box ____ of ____ School: Box ____ of ____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
13G-M012133001-0123-4567-0003		

Non-Scorable Labels - GREEN (all administrations)



Returning Materials to CTB

- Unused student bar code labels
- Test Coordinator's Manual
- Test Administration Directions
- Materials Inventory Envelope (place at the top of Box 1)



Green Return Labels



(All AIMS nonscorable test materials)

Organize all nonscorable materials by document type.
Do not include scorable materials in nonscorable boxes.

Returning Materials to CTB

- Before sealing the boxes, fill any empty spaces in the cartons with crumpled paper or plastic air bubbles only.
- Do not use shredded paper or foam peanuts.
- Do not box scorables with nonscorables.

Returning Materials to CTB

- Packaging materials incorrectly has serious consequences:
 - Late receipts scoring
 - Only student reports will be printed
 - Reports will arrive late

Returning Materials to CTB

- Eagle Global Logistics (EGL) has pre-planned all retrievals for the each test administration's pick-up window.
- Please refer to the Spring 2007 Retrieval Schedule for your district's specific pick-up dates, as well as your Critical Dates calendar, (both provided in your packet) to familiarize yourself with the requirements for each pick-up (scorable and/or non-scorable).
- Be ready for your scheduled retrieval. Sites that are not ready will be placed in late receipts scoring.
- EGL will call each site a few days before each pick-up to verify/remind of retrieval dates and obtain an approximate box or pallet count.

Returning Materials to CTB

- Count the total number of boxes with scorable labels for each test administration, as well as the green non-scorable labels.
- The EGL driver will ask for your box counts by label color upon arrival.
- A responsible person at each site must enter these box counts on EGL's shipping documentation and sign it.

Important Notes:

TerraNova Testing

Customer Type	<i>TerraNova</i> (Gr. 2 & 9)	<i>TerraNova</i> (Grades K & 1)
Public Districts / Schools	Yes	Optional: PO required, must receive/return materials outside of the AZ contract
Public Charter Operators / Charters	Yes	Optional: PO required, must receive/return materials outside of the AZ contract
Private Schools	Optional: PO required, must receive/return materials outside of the AZ contract	Optional: PO required, must receive/return materials outside of the AZ contract
BIA Schools	Optional: PO required, must receive/return materials outside of the AZ contract	Optional: PO required, must receive/return materials outside of the AZ contract

Dos and Don'ts

- Inventory your materials when they arrive, including packaging materials required for returning answer documents for scoring.
- Maintain a constant control of your inventory.
- Prepare for testing ahead of time.
- Communicate any concerns to ADE immediately.
- Be ready for your Eagle pick-up date.
- Materials will be picked up at the same location at which they were delivered.

Dos and Don'ts

- Don't place two labels on any box being returned.
- Don't mix scorables with nonscorables.
- Don't mix grade levels in the white bands.
- Don't put the GIS sheet inside the answer document.
- Don't throw all of your stuff into a box and hope for the best!
 - Fall 2006 had 263 late student reports due to miss-packaging of materials.
 - Spring 2006 had 1,278 late student reports due to miss-packaging of materials.

Field Testing

- AIMS DPA Writing Field Testing for grades 3-8
February 26 - March 2, 2007
- AIMS Science Field Test for Cohort 09
April 12, 2007
- AIMS Science Field Test for grades 4 & 8
April 13 - April 19, 2007

Field Testing

- What is it?

A measure of item validity.

- Who participates?

Students enrolled in schools selected for the Field Test and notified by CTB/McGraw-Hill.

- Who does not participate?

Students enrolled in a private placement or voucher school DO NOT participate.

Students with significant cognitive disabilities whose current IEP designates them for an alternate assessment are excluded from the field test.

DPA Writing Field Test

- Administered to students in grades 3 - 8 in selected schools
- Bar code label Data extracted from SAIS on January 16
- Delivery window is February 5 - 9
 - Test booklets/answer documents from CTB
 - Draft booklets from ADE
- Short-add window is February 12 - February 21, no later than 10:00 am MST

DPA Writing Field Test

- The testing window is February 26 - March 2
- Give test on one day during the window
- Approximate administration times:
 - Grades 3, 4, and 5: two sessions, approximately one hour each
 - Grades 6, 7, and 8: one session, approximately two hours
- AIMS DPA is not a timed test. Students must be given the opportunity to complete the writing field test. Field testing must be completed in one day.

DPA Writing Field Testing

- Use 1 GIS Sheet for each grade level per school.
- Materials (scorables & nonscorables) will be picked up by Eagle on your assigned day between March 9 - 14 and delivered to CTB/McGraw-Hill Scoring Center

Science Field Testing Grades 4 & 8

- Administered to students in grades 4 & 8 in selected schools
- Bar code Label Data extracted from SAIS on February 13
- Delivery window is March 19 - 23 or March 26 - 30
- Short-add window is March 28 - April 4, no later than 10:00 am MST

Science Field Testing Grades 4 & 8

- The testing window is April 13 - 19
- Give test on one day during the window
- There are five numbered forms.
- Form code must be bubbled.
- Test administrators or proctors must ensure that each student bubbles the correct form number on the answer document.

Science Field Testing Grades 4 & 8

- Use 1 GIS sheet for each grade level per school.
- Scorable materials will be picked-up by Eagle on your assigned day between April 24 – 27 and delivered to CTB/McGraw-Hill scoring center
- Nonscorables will be picked-up by Eagle on your assigned day between April 30 through May 4

Science Field Testing Grades 4 & 8

- The AIMS DPA Science Field Test is to be administered in one session of approximately one hour.
- The test is not timed so student must be allowed to finish the test on the day the started it.

HS Science Field Test

- This test is given to students in Cohort 09 who are enrolled in a Life Science course that is aligned with Strand 4 of the Arizona Science Standards in selected schools that have been notified by CTB/McGraw-Hill
- Bar code Label Data extracted from SAIS on February 13
- Delivery window is March 19 – 23 or March 26 – 30

HS Science Field Test

- Short-add window is March 28 through April 4, no later than 10:00 am MST
- Test Administration Date is April 12
- The test administrator or proctor will have to advise students taking the test on how to fill in the bubble on the answer document related to the course they took last year.

HS Science Field Test

- “In what kind of Science course were you enrolled last year?”
- Life Science
- Physical Science
- Combination
- None

HIGH SCHOOL Cohort 2009

STUDENT
TEACHER
SCHOOL
DISTRICT

Place
STUDENT BAR CODE LABEL
Here

Ariz
Instrument to
SPI

SCIENCE FIELD TEST FORM
(mark only one)
Forms 1-5
(to be administered on April 12, 2007)

① ② ③ ④ ⑤

In what kind of Science course were you enrolled last year?

☐ Life Science ☐ Combination
☐ Physical Science ☐ None

When you finish the Science test, stop at this sign.

When you see this stop sign, do the following:

- Every question in the Science test has a bubble to mark your answer.
- The bubbles for your answer must be marked with a No. 2 pencil.
- All other bubbles are erased.

Science

HS Science Field Test

- There are five numbered forms.
- Answer documents must be bubbled with the correct form number to indicate which form students used for the test.
- Test administrators or proctors must ensure that each student bubbles the correct form number on the answer document.

HS Science Field Test

- Administration time is approximately one hour.
- Students must be allowed to finish the test.
- Use 1 GIS sheet for the entire cohort for each school.
- Scorable materials will be picked-up by Eagle on your assigned day between April 24 – 27 and delivered to CTB/McGraw-Hill scoring center.
- Nonscorables will be picked-up by Eagle on your assigned day between April 30 through May 4.

HS Science Field Test

- Pre-coded GIS sheets will be provided that indicate students as Cohort 09 and 10th graders.
- Use one sheet for **ALL** students in Cohort 09 even if they are not in 10th grade.

On-Line Science Field Testing Grade 8

- Pearson Education Measurement will contact the test coordinator/ IT director about installation of software, firewalls, sites, and training in January and February.
- Please contact Dr. Bruen @ 602.364.0462 if you have any questions.